

SALLY BEAUMONT, CHAIRPERSON
RUTH BEIDEMAN
JAMIE MAGEE
JAMES MOSELEY
PENNY ORNDORFF
SCOTT PHILLIPS



LARRY SAVAGE
FRANCINE SHOCKLEY
ANNA SHORT
FRAN SMITH
JOHN WILLIAMS

Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County

Conference Planning Subcommittee Meeting

September 15, 2014

A meeting of the Conference Planning Subcommittee of the Advisory Committee on Aging & Adults with Physical Disabilities for Sussex County was held on September 15, 2014, at the Sussex County Administrative Offices West Complex, 22215 North DuPont Boulevard, Georgetown, Delaware. The following members of the Advisory Committee were present:

Sally Beaumont
Ruth Ann Beideman
Jamie Magee

Penny Orndorff
Scott Phillips
Francine Shockley

Other attendees included:

Louisa Brito
Patsy Brown
Gene Campbell
Eleanor Coffield

Anthony Delfranco
Linda Rogers
Amber Woodland

Call to Order

Sally Beaumont, Chairperson, called the meeting to order at 11:35 a.m.

Approval of the Agenda

A Motion was made by Linda Rogers, seconded by Anthony DelFranco, to approve the agenda as presented. Motion Adopted by Voice Vote.

Planning for Annual Conference

- The new program is in draft form. Amber Woodland will finalize with Sally Beaumont.
- Advisory Committee brochure will be included in the packet.
- A list of vendors showing their location will be in the packet.
- The bio for each presenter will be in the packet.

- Any handouts the presenter has sent in will be put in the packet.
- Index cards will be placed in the packet for attendees to use to submit questions.
- A double ticket like those used for raffles, which has the same ticket number on both parts, will be included in each packet. One-half of this ticket will be turned in for lunch and used for the door prize drawings. Attendees will keep the other half of the ticket which will determine the winner of a door prize when the number is called. Attendees must be present to win.
- Sally Beaumont has had only two replies from presenters.
- Nothing has been received from the people doing the Matter of Balance segment. Linda Rogers will contact them.
- Linda Rogers and Jamie Magee are contacting George Camacho and Lester Johnson.
- Now that publicity is out, each Committee member can send out information wherever they would like. Amber Woodland is sending out information to an email list she has, and Anthony Delfranco is sending out an email blast. Everyone is encouraged to send information out, even if it means someone receives duplicate mailings.
- Registration will remain as is.
- Lisa Celik has the tote bags ordered.
- Doris Schonbrunner and Lisa Celik are doing the name tags.
- A card with the vendor's name and booth number will be on each vendor table, and the number will correspond with the information in the packet.
- Jamie Magee and Penny Orndorff will greet the vendors. They need to be at the school by 7:00 a.m. on October 13th.
- Persons handling registration need to be set up and ready for the arrival of attendees starting at 8:00 a.m.
- Registration tables will be manned by Fran Smith, Francine Shockley, Patsy Brown, and Louisa Brito. Scott Phillips will handle those who have not paid or question their registration.
- Three tables are needed for the sign-in area.
- Linda Rogers is in charge of getting the balloons and setting them up.
- Amber Woodland is taking care of the floor plan, with the assistance of Dover Rent-All and Randy Nelson.
- It was suggested that vendor instructions and a copy of the floor plan showing placement of booths be sent out to all vendors to give them an idea of where they are located when they arrive to set up.
- Doris Schonbrunner will greet Rita Landgraf and her entourage.
- Reserved seating will be set up for presenters.
- Randy Nelson is moderating the morning panel.
- Runners collecting questions from attendees are Doris Schonbrunner, Larry Savage, Penny Orndorff, and Louisa Brito.
- Scott Phillips, Sally Beaumont, and Randy Nelson are in charge of setting up the tables.
- Tablecloths will be maroon, gold, and/or green.
- Decorations will be mums and/or pumpkins. Jamie Magee is checking on cost.
- If the school does not have a podium that can be used, one needs to be rented.

- A table will be needed on the stage, especially for the panel.
- “**The LIVE Conference**” banner will have to be put up.
- The gym is available for set-up on Saturday morning, October 11th. Those volunteering to help are Randy Nelson, Sally Beaumont, Scott Phillips, and Linda Rogers.
- Sally Beaumont and Amber Woodland will decide the number of each kind of sandwich to order.
- Directional signs showing attendees where to enter the conference need to be made and placed early Monday morning, October 13th. Sally Beaumont is ordering the signs.
- Scott Phillips is working on the evaluation form.
- The packets will be put together on October 8th at 10:00 a.m. in the Sussex County Council Chambers on The Circle. Sue Webb, Sally Beaumont, Fran Smith, and Francine Shockley will handle this task.
- Anything that has been omitted, needs to be thought about or taken care of, please contact Sally Beaumont.

NOTE – One vegetarian wrap must be saved for Gail Weinberg who is a vegetarian.

Adjourn

A Motion was made by Francine Shockley, seconded by Jamie Magee, to adjourn at 1:00 p.m.
Motion Adopted by Voice Vote.

Respectfully submitted,

Ruth Ann Beideman
Committee Member